



Law Enforcement Records Supervisor



Yellowstone County Equal Opportunity Employer

*Yellowstone County encourages applications
from diverse candidates and candidates who support diversity.*

Posting Date: July 20, 2021

Salary: \$20.09-\$25.11/hr DOQ

Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.*

***May work nights, weekends and holidays as necessary**

Department: Sheriff's Office

Grade: F

FLSA: Non-Exempt

Union Status: Non-Union

Applications must be submitted by 5:00 p.m. on AUGUST 2, 2021

FUNCTION:

Full-time position, which manages the records activities and operations in the Yellowstone County Sheriff's Office which includes the supervision of the Law Enforcement Records department staff in the performance of a wide variety of clerical, secretarial, legal and administrative support work; performs a variety of technical tasks relative to assigned area of responsibility; does related work as required.

MINIMUM QUALIFICATIONS:

- Associates's Degree in Office Management, Applied Supervision, Business Administration or closely related field; **and**
- Two (2) years' experience in law enforcement management, legal office management, executive administration support or related occupational experience; **or**
- Any equivalent combination of education and experience totaling four (4) years.

DESIRED QUALIFICATIONS:

- Minimum of one (1) years' experience as a Sheriff Clerk, Warrant Clerk or Law Enforcement Records Clerk;
- Previous supervisory and/or office management experience.

REQUIRED CERTIFICATIONS:

- CJIN/NCIC Levell II certification (within six (6) month probationary period, if applicable);
- Terminal Administrator Coordinator certification (within six (6) month probationary period, if applicable);
- Notary Public licensed by the State of Montana, as appropriate.

Job description available upon request.

TO APPLY:

Submit by 5:00 pm on August 2, 2021;

1. **County Application**
2. **Resume**
3. **Names, addresses and phone numbers of three (3) employment-related references**

To: Human Resources, Room 106, Yellowstone County Courthouse or to Montana Job Service, 2121 Rosebud Drive, Billings, MT. **Late or incomplete materials will not be considered.** Download application at www.co.yellowstone.mt.gov Applicants who require special accommodation due to disability should contact the Human Resources Office at 256-2705.

NOTE: If this position becomes available within 90 days, the same applicant pool may be considered.